

15 March 1974

MEMORANDUM FOR: Chief, Coordination Staff

SUBJECT : Letter of Instruction

1. During the next twelve months, I expect you to work within the Intelligence Community Staff to accomplish the following in support of my Community responsibilities to the DCI:

-- create and maintain a staff capable of performing such non-scheduled tasks as are assigned to the D/DCI/IC which do not fall within the subject matter purview of one of the IC Groups;

-- prepare reports, briefings and replies to correspondence for which the IC Staff has action but which involve the responsibilities of more than one IC Group. Where necessary, the Coordination Staff will organize intra-staff task groups to accomplish the required actions;

-- provide support to the DCI in his role as Vice Chairman of the National Security Council Intelligence Committee (NSCIC);

-- monitor legislative actions which affect the intelligence community, to include legislative proposals initiated by the DCI, other executive departments, and the Congress;

-- maintain liaison with the President's Foreign Intelligence Advisory Board (PFIAB) and other groups or agencies (other than OMB) which are external to the intelligence community but which study or become involved with intelligence activities and intelligence-related practices;

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-- prepare and/or contribute to the following:

1. The DCI's report to PFIAB "Annual Report on Coordination of the U.S. Foreign Intelligence Effort";
2. Such planning guidance as the DCI produces, e.g., perspectives;
3. Revisions and updates of the NSCIDs and DCIDs as necessary so as to keep these instruments dynamic and prognostic in their assignment of responsibility to elements of the intelligence community;
4. The DCI's Congressional presentations on Community resources.

-- monitor USIB substantive activities and tasks and working with USIB Committee Chairmen relate the associated organizational structure to performance;

-- support the DCI in execution of his responsibilities relating to community aspects of intelligence liaison with foreign governments.

2. In furtherance of the foregoing, I expect the Coordination Staff to devote particular attention to these specific, already-assigned tasks:

-- with the Joint Chiefs of Staff, review tactical and national intelligence resources to identify the assets, the areas in which mutual support is possible, any shortfalls, or unnecessary redundancies, and, based on the review, formulate recommendations to ensure national and military operational needs are met;

-- maintain liaison with the Murphy Commission and support the DCI in his inputs to this commission;

-- establish a Management Information and Control System with an associated Center to facilitate the direction of the ICS efforts;

-- provide the chairman and necessary secretarial support for revision of the Attachment to DCID 1/2, pointing toward submission of the document applicable to FY 1976-80 to the USIB in December 1974;

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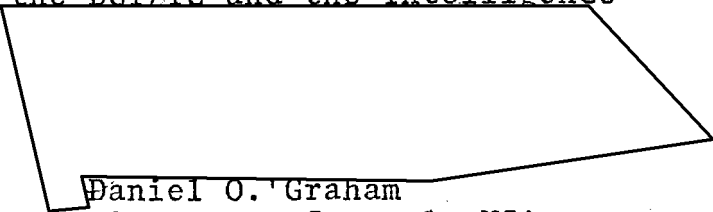
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-- monitor progress on the redraft of DCID 1/11, "Security Committee", and establishment of the permanent Security Committee staff for which the DCID provides:

-- prepare, or have prepared, necessary agenda item papers and backup briefing papers for DCI use in connection with forthcoming meeting of the NSCIC.

3. I expect these objectives to be accomplished within your staff resources and in close coordination with other related elements of the DCI/IC and the Intelligence Community.

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Daniel O. Graham  
Lieutenant General, USA  
D/DCI/IC